

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - January 22, 2013

| <u>HR 210</u> | <u>Department/Program/Division</u> | <u>Job Title</u> | <u>Note</u> | <u>Opening Date</u> | <u>FY 2012 Salary</u> |
|--|--|---|-------------|-------------------------|-----------------------|
| Executive Office | | | | | |
| 3216 | Gaming | Gaming License Investigator | CR | 12/24/2012 | \$ 20.98 |
| General Support Services | | | | | |
| 3036 | Accounting | Assistant Controller | | 10/15/2012 | \$ 75,143.00 |
| 3042 | Department of Information & Technology | Information Technology Project Specialist | | 11/19/2012 | \$ 47,004.00 |
| 3044 | Department of Information & Technology | Systems Administrator | | 10/29/2012 | \$ 66,415.00 |
| 3073 | Facility Management | Electrician | | 1/4/2012 | \$ 17.65 |
| Justice | | | | | |
| 3211 | Advocate | Advocate | CL | 12/24/2012 | \$ 40,531.00 |
| 3213 | Advocate | Advocate | CL | 12/24/2012 | \$ 40,531.00 |
| 3212 | Advocate | Investigator | | 12/24/2012 | \$ 20.47 |
| Department of Planning and Economic Development | | | | | |
| 3129 | Real Property - Site: San Simon | Maintenance Supervisor | | 11/19/2012 | \$ 47,004.00 |
| Department of Health and Human Services | | | | | |
| 3220 | Adult Protection Services | Family Preservation Specialist | | 1/7/2013 | \$ 19.49 |
| 3163 | Behavioral Health | Behavioral Health Therapist | | 11/26/2012 | \$ 51,883.00 |
| 3237 | Child Welfare | Billing Technician | | 1/14/2013 | \$ 15.22 |
| 3003 | Community Health Services | Billing Technician | | 11/19/2012 | \$ 15.22 |
| 3167 | Senior Services | Case Manager | NEW | 1/22/2013 | \$ 47,004.00 |
| Department of Education | | | | | |
| 3110 | Early Childhood - Site: Santa Rosa | Teacher Aide/Driver | | 11/26/2012 | \$ 14.49 |
| 3222 | Early Childhood - Site: Sells | Cook Aide | | 12/31/2012 | \$ 8.84 |
| 3105 | Early Childhood - Site: Pisinemo | Teacher Aide/Driver | | 10/22/2012 | \$ 14.49 |
| 3109 | Early Childhood - Site: Pisinemo | Teacher Aide | | 11/13/2012 | \$ 11.32 |
| 3155 | One Stop | Program Coordinator | | 11/5/2012 | \$ 19.49 |
| 3080 | Recreation - Site: Hickiwan | Office Specialist | CR, CL | 9/10/2012 | \$ 12.49 |
| 3154 | Recreation - Site: Menager's Dam | Recreation Specialist | | 10/29/2012 | \$ 12.49 |
| 3177 | Recreation - Site: Pisinemo | Recreation Program Coordinator | | 12/3/2012 | \$ 20.47 |
| Department of Natural Resources | | | | | |
| 3092 | Cultural Center & Museum | Museum Specialist | | 9/10/2012 | \$ 15.22 |
| 3185 | Cultural Center & Museum | Museum Curator, Collections | | 1/14/2014 | \$ 66,415.00 |
| Department of Water Resources | | | | | |
| 3184 | Water Resources | Hydrology Technician | CL | 12/3/2012 | \$ 22.05 |
| 3208 | Water Resources | Hydrology Technician | CL | 12/17/2012 | \$ 22.05 |
| Department of Public Safety | | | | | |
| 3021 | Law Enforcement | Receptionist | | 12/24/2012 | \$ 10.51 |

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

| <u>DEPARTMENT</u> | <u>POSITION (S)</u> | <u>CLOSING DATE</u> |
|-------------------|------------------------------------|---------------------|
| Police Department | Police Officer | Open Continuous |
| Police Department | Ranger | Open Continuous |
| Police Department | Public Safety Dispatcher (CL) (CR) | Open Continuous |
| Police Department | Corrections Officer (CL) (CR) | Open Continuous |



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

3167

JOB ANNOUNCEMENT

JOB TITLE: CASE MANAGER
SALARY: \$47,004.00, PLUS BENEFITS

OPENING DATE: January 22, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Health & Human Services/Senior Services

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, accesses, plans, and implements services and resources that include approved activities which best meet the needs of the clients, based on the programs goals and objectives.

SCOPE OF WORK: Provide medical case management for ALTCS clients.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Work or closely related field and one year work experience in a social services setting or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"